Safeguarding

Policy

1. Introduction

Papworth Trust is committed to creating and maintaining a safe and positive environment and takes seriously its duty to safeguard and promote the welfare of all of the people it supports.

Safeguarding is about preventing the risk of harm from abuse and neglect or having the ability to reduce it by raising awareness and supporting people in making informed decisions. The Trust operates a policy of zero tolerance of abuse and we are committed to preventing and reducing harm to adults and children, whilst supporting individuals in maintaining control of their lives.

It is vital that all staff and volunteers fully understand what they need to do to ensure that appropriate action is taken to protect the people supported by the Trust.

It is the responsibility of the Local Authorities, the Police and the wider safeguarding multi-disciplinary teams to determine whether harm or abuse has taken place, but it is **everyone's** responsibility at the Trust to report safeguarding issues and concerns and to be alert, irrespective of whether they work directly or indirectly with our customers. The Trust is fully committed to working in a collaborative and co-ordinated way with all agencies to ensure a joined up approach to all safeguarding matters.

This policy relates to people supported by the Trust, should a member of staff have any concern that they or a colleague is or has been subject to harm or abuse in the workplace then they should raise this with a manager immediately and refer to the Trust's Bullying and Harassment policy in the first instance.

2. Adults at Risk and Children

The term 'adult at risk' refers to people aged 18 years or over and who are or may be in need of community care services by reason of mental or other disability, age or illness and who are or may be unable to take care of themselves, or unable to protect themselves from significant harm or exploitation.

Safeguarding, under The Care Act 2014 (and associated statutory guidance that was implemented in April 2015) means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect. A safeguarding risk involves an allegation or concern that a person has, or may have behaved in a way that has harmed themselves or another person, or behaved towards a child or adult in a way that indicates they may pose a risk of harm to others.

Whilst the Trust does not provide care for children per se, there is a possibility that a customer of the Trust (who could also be an adult at risk) will have full or part responsibility for a child. In line with the 'Working Together to Safeguard Children statutory guidance of 2018, the Trust recognises it has a role to play working alongside partners by helping to:

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure that children grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

If any member of staff or volunteer has any concerns that a child is at risk of significant harm then they should contact their Manager or Safeguarding Lead immediately who will contact the Children's Multi-Agency Safeguarding Team in the area.

3. Types of Abuse

Abuse is a form of mistreatment and can either be inflicted by others or self-inflicted. The Care Act 2014 lists the following types of abusive behaviour:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse (including verbal abuse)
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect or acts of omission
- Self-neglect.

Abuse can take place at home or within any physical environment. It can also happen in an online or virtual environment such as social media. Abuse can occur at any time and within any community, culture or religion. It may result in significant harm to, or exploitation of the person subjected to it. An abuser can be anyone, but they are often known by the person at risk. Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of people at risk or through negligence and/or ignorance.

Safeguarding is an underpinning principle of everything we do at the Trust. Sometimes a particular aspect of our work is not in itself a safeguarding issue, but may need to be managed by utilising safeguarding processes including PREVENT and harmful traditional practices such as female genital mutilation.

4. Papworth Trust Principles of Safeguarding

The Care Act 2014 outlines the responsibilities of individuals to safeguard adults at risk and young people (18-25) in a manner which encourages a holistic person-centred approach. Taking a person-centred approach to safeguarding means placing the individual's wellbeing at the forefront of any concern and involving them (as much as possible) in any safeguarding procedure. The Care Act sets out six core principles of safeguarding which underpin Papworth Trusts safeguarding policy. Whilst these principles were created for safeguarding adults at risk, we believe they are relevant to all Papworth Trust activities, working with individuals of all ages.

- **Empowerment** – personalisation and people being encouraged to make their own decisions and informed consent. *'I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens'*
- **Protection** – responding quickly and effectively to protect individuals from harm, supporting individuals so they can take action. *'I get help so that I am able to take part in the safeguarding process to the extent to which I want'*
- **Prevention** – It is better to take action before harm occurs. Ensuring a proactive approach to safeguarding and risk management. *'I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help'*

- **Proportionality** – accounting for each situation in its own right and making sure the action taken is appropriate to the situation and for the individual. *'I am sure that the professionals will work in my interest and will only get involved as much as needed'*
- **Partnership** – partnering with local organisations and agencies to prevent and protect as proactively as possible, sharing useful and appropriate information in the right way where necessary. *'I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me'*
- **Accountability** – maintaining transparency in all safeguarding practices, making sure roles are clear and defined. *'I understand the role of everyone involved in my life and so do they'*.

Safeguarding at the Papworth Trust

Additionally, we strive to incorporate the following key approaches in all our work in which the safeguarding principles above remain paramount:

- The rights and dignity of all customers will always be respected and their safety and welfare is paramount
- All customers regardless of age, disability, sex, race, religion or belief, ethnic origin, gender reassignment, social status or sexual orientation have the right to be protected from all types of abuse and neglect. We are committed to working towards preventing abuse
- We will make sure all customers are aware of our safeguarding policies and procedures and also their families and advocates, where appropriate
- We will promote and foster a culture of openness, trust and support. We will do this to ensure staff, volunteers, customers and their support networks are:
    ~ Comfortable in reporting any safeguarding issues and;
    ~ Confident that they can safely raise any concerns they have about the practice of the Trust and that this will be listened to and acted upon
- We will support customers to gain knowledge to stay safe and have information available about safeguarding and how to raise concerns
- We are committed to ensuring effective and safe recruitment of staff. All posts will be assessed and recruitment checks, including Disclosure and Barring Service (DBS) checks undertaken in line with Trust policy and 'Safer Recruitment'. 'Safer Recruitment' is the method of designing recruitment processes to deter unsuitable applicants from applying for roles with vulnerable groups and to identify and reject them if they do

- We will make sure that all Trustees, Staff and Volunteers understand their role in relation to safeguarding adults and children at risk and are competent in recognising and acting on abuse and neglect. All will undertake mandatory safeguarding training appropriate to their roles and have information available to support their ongoing learning and development. This will be reviewed periodically and updated in line with best-practice
- Papworth Trust has a member of the Board and the Executive Team with responsibilities to lead on safeguarding and a member of the Leadership and Executive Teams is available at all times to give advice on serious safeguarding issues or concerns. We have trained safeguarding leads and managers to support staff and volunteers who will act upon information received and report into the relevant authorities safeguarding issues and concerns that have been raised.

5. Roles & Responsibilities

The Board of Trustees, together with the CEO, Executive and Leadership Teams are accountable for ensuring:

- Safeguarding policies and procedures are reviewed, updated and followed by all staff and volunteers in line with applicable law and best practice
- Trustees, staff and volunteers undertake regular safeguarding training appropriate to their roles
- There is regular monitoring and review of safeguarding to ensure lessons are learned and effectively used in the development of best practice
- Safe recruitment policy and procedures are in place and followed, including appropriate use of reference checks for new staff and volunteers
- Disclosure and Barring Service checks and referrals are undertaken in line with requirements of individual roles
- All safeguarding procedures work effectively and there is appropriate organisational governance in place for the reporting and review of safeguarding at all levels within the organisation, including the Governance and Compliance Committee and the Board of Trustees
- All staff and volunteers have the opportunity to continue to develop their safeguarding best practice.

All Staff and Volunteers have safeguarding responsibilities

All staff and volunteers have a responsibility to follow this policy and related safeguarding procedure and to help ensure the safety and welfare of all of our customers. Anyone who suspects abuse should immediately contact their Safeguarding Lead or Manager who will refer the concern to the Local Authority.

It is everybody's business to report abuse or neglect wherever it is seen, suspected or reported and to take the action necessary.

The Four 'R's of Safeguarding – everyone should remember and implement the essential 4 pillars of Safeguarding

1. Recognise – Recognise that you have a concern, or someone has made a disclosure to you.	**2.** Respond – Reassure the individual, ask what they would like to happen and let them know what action you will need to take.
3. Record – What have you seen, heard or been told? Ensure you record these as soon as possible.	**4.** Refer – Pass the concerns on by contacting your safeguarding lead or manager.

If any member of staff or volunteer believes a customer is at immediate risk of significant harm they should always call 999 and request the police.

It is a mandatory requirement that all staff complete their safeguarding training so that they have the skills to recognise those who may be at risk and to know the appropriate action to take if they have concerns. The Trust delivers a comprehensive safeguarding training programme which sits alongside clear reporting procedures for raising concerns that all staff and volunteers should read, understand and adhere to. Whilst it is not possible to prevent all abuse, we can take steps to reduce the risk of abuse occurring. All staff and volunteers through their training and management support will:

- Know what abuse is and understand how it can happen
- Be alert to indicators of potential abuse situations
- Know the procedures for reporting concerns and poor practice; and
- Where appropriate be able to provide appropriate support for customers through good assessment and care planning.

Papworth Trust also has a clear **Whistleblowing Policy** available for use by staff.   Everyone being confident about raising concerns is very important to the Trust.

Where services and activities are delivered directly by the Trust then this safeguarding policy and associated procedures will apply. Where services or activities are provided through another organisation the Trust will ensure that the organisation has appropriate policies and procedures in place to safeguard customers and to liaise with the Trust on these matters where appropriate.

6. Mental Capacity

Mental capacity is defined in the Mental Capacity Act 2005 and the 'Mental Capacity Act, Code of Practice', supporting statutory guidance. If any member of staff or volunteer is unsure or has concerns regarding mental capacity and the safeguarding of customers we support, then please seek advice from your Safeguarding Lead, Manager or the relevant person on-call in the service.

Safeguarding at the Trust respects the autonomy and independence of all our customers and this policy and our associated procedures include the presumption of mental capacity. Our customers must be assumed to have capacity to make decisions that affect them and all practical steps should be taken to help them make that decision. Mental capacity should be assessed in relation to the particular decision which needs to be made. Therefore whether a person has mental capacity to make a particular decision or not has to be considered on an individual basis in the light of the circumstances at the time.

Consent driven approach - This means staff and volunteers should not act without consultation and the consent from the adult at risk unless it has been properly assessed that the adult does not have the mental capacity to make that decision or in order to act in the vital interest of others (this may include an emergency situation or in interest of the public to prevent the abuse or neglect of others).

The following five statutory principles of Mental Capacity must be applied in all cases:

- Always assume a person has capacity unless it is assessed otherwise
- Take all practicable steps to enable people to make their own decisions

- Do not assume incapacity because someone makes an unwise decision

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- Always act, or ensure a decision is made for a person without capacity in their best interests
- Carefully consider actions to ensure the least restrictive option is taken

This policy and related procedures will be reviewed regularly and updated to incorporate lessons from Safeguarding Adult Reviews and national and local guidance.

If any member of staff or volunteer has a concern in regard to any area of this policy, then please talk to your Manager or Safeguarding Lead. The list of Safeguarding Leads can be found here

If you have any feedback or want to suggest corrections to this policy, please contact the Governance and Compliance Team.

7. Document Control

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8. Version Control

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